

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

March 2, 2015

SUBJECT: NOTIFICATION TO PARENT OR GUARDIAN OF JUVENILES -
REVISED; AND, VARIOUS GANG AFFILIATION NOTIFICATION
LETTERS - ACTIVATED, RENAMED AND REVISED

PURPOSE: This Order revises Department Manual Section 4/269.70, *Notification to Parent or Guardian of Juveniles*, to include additional procedures for gang enforcement personnel to follow, in cases where a juvenile has been identified as an active gang member or as an active affiliate gang member, and adds the juvenile's information into the shared gang intelligence database.

This Order also renames and revises the Gang Affiliation Letter, Forms 12.16.05 and 12.16.06 (English and Spanish versions), and activates the Notification to a Juvenile of Gang Affiliation Involvement Letter, Forms 12.16.10 and 12.16.11 (English and Spanish versions), the Response to Request to Remove Juvenile from Shared Gang Database Approval Letter, Forms 12.16.12 and 12.16.13 (English and Spanish versions), and the Response to Request to Remove Juvenile from Shared Gang Database Denial Letter, Forms 12.16.14 and 12.16.15 (English and Spanish versions).

PROCEDURE:

- I. NOTIFICATION TO A PARENT OR GUARDIAN OF JUVENILES - REVISED. Attached is the revised Department Manual Section 4/269.70, with revisions indicated in italics.
- II. GANG AFFILIATION LETTER, FORM 12.16.05 AND 12.16.06 - RENAMED AND REVISED. The Gang Affiliation Letter, Forms 12.16.05 and 12.16.06 (English and Spanish versions), have been renamed *Gang Affiliation Parental Notification Letter*. Copies of these revised forms are attached for reference purposes.
- III. NOTIFICATION TO A JUVENILE OF GANG AFFILIATION INVOLVEMENT LETTER, FORMS 12.16.10 AND 12.16.11 - ACTIVATED. The Notification to a Juvenile of Gang Affiliation Involvement Letter, Forms 12.16.10 and 12.16.11 (English and Spanish versions), have been activated. Copies of these forms are attached for reference purposes.
- IV. RESPONSE TO REQUEST TO REMOVE JUVENILE FROM SHARED GANG DATABASE APPROVAL LETTER, FORMS 12.16.12 AND 12.16.13 - ACTIVATED. The Response to Request to Remove Juvenile

March 2, 2015

from Shared Gang Database Approval Letter, Forms 12.16.12 and 12.16.13 (English and Spanish versions), have been activated. Copies of these forms are attached for reference purposes.

- V. **RESPONSE TO REQUEST TO REMOVE JUVENILE FROM SHARED GANG DATABASE DENIAL LETTER, FORMS 12.16.14 AND 12.16.15 - ACTIVATED.** The Response to Request to Remove Juvenile from Shared Gang Database Denial Letter, Forms 12.16.14 and 12.16.15 (English and Spanish versions), have been activated. Copies of these forms are attached for reference purposes.

FORM AVAILABILITY: The Gang Affiliation Parental Notification Letters (English and Spanish versions), Notification to a Juvenile of Gang Affiliation Involvement Letters (English and Spanish versions), Response to Request to Remove Juvenile from Shared Gang Database Approval Letters (English and Spanish versions), and Response to Request to Remove Juvenile from Shared Gang Database Denial Letters (English and Spanish versions) are attached for immediate use and are accessible in E-Forms, on the Department's Local Area Network (LAN).

AMENDMENT: This Order amends Section 4/269.70 of the Department Manual. The "Form Use" link applicable to the Gang Affiliation Parental Notification Letters (English and Spanish versions), Notification to a Juvenile of Gang Affiliation Involvement Letters (English and Spanish versions), Response to Request to Remove Juvenile from Shared Gang Database Approval Letters (English and Spanish versions), and Response to Request to Remove Juvenile from Shared Gang Database Denial Letters (English and Spanish versions) is accessible in E-Forms on the Department's LAN.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION "D"

**DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 8, 2015**

269.70 NOTIFICATION TO PARENT OR GUARDIAN OF JUVENILES. *Gang enforcement personnel who identify a juvenile as an active gang member or active affiliate gang member shall add the juvenile's information into the shared gang intelligence database. Gang enforcement personnel shall immediately send the involved juvenile a Notification to a Juvenile of Gang Affiliation Involvement Letter, Form 12.16.10, or a Notification to a Juvenile of Gang Affiliation Involvement Letter (Spanish version), Form 12.16.11. The letter shall advise him/her of the reason why he/she was identified as an active gang member or active affiliate gang member and that his/her information was added to the shared gang intelligence database. Gang enforcement personnel shall also immediately send the involved juvenile's parent(s) or guardian(s) a Gang Affiliation Parental Notification Letter, Form 12.16.05, or a Gang Affiliation Parental Notification Letter (Spanish version), Form 12.16.06, advising the parent(s) or guardian(s) of the reason why their son/daughter was identified as an active gang member or active affiliate gang member and that their son's/daughter's information was added to the shared gang intelligence database.*

Exception: *When notification may jeopardize an active criminal investigation or the health and safety of the juvenile, such notification shall be delayed. However, once the investigation is no longer at risk of being jeopardized, the Gang Impact Team officer in charge (OIC) shall provide written notification to the juvenile and his/her parent or guardian. The reason for the delay shall be documented on an Employees' Report, Form 15.07.00, and a copy kept on file in the gang office separate from other gang files.*

The involved juvenile and his/her parent(s) or guardian(s) has the right to contest in writing the entry of the juvenile's information into the shared gang intelligence database. If contested, the Gang Impact Team OIC shall review the request and within 60 days from receipt, provide a response using the Response to Request to Remove Juvenile from Shared Gang Database Approval or Denial Letter in the appropriate language.

If the involved juvenile or juvenile's parent(s) or guardian(s) requests to know if the juvenile has been identified as an active gang member or active affiliate gang member, gang enforcement personnel shall provide that information, unless doing so would compromise an active criminal investigation or compromise the health or safety of the juvenile.

Gang enforcement personnel shall not disclose the location of the juvenile identified as an active gang member or active affiliate gang member to his/her parent(s) or guardian(s) if they determine there is credible evidence that the provided information would endanger the health and safety of the juvenile.

Note: *A shared gang database retains records related to the gang activity of the individuals in the database, consistent with the provisions contained in Section 23.20(h) of Title 28 of the Code of Federal Regulations. Nothing in this section shall require Department personnel to disclose any information protected under Section 1040 or 1041 of the Evidence Code or Section 6254 of the Government Code.*

Copies of the Gang Affiliation Parental Notification Letter, Notification to a Juvenile of Gang Affiliation Involvement Letter, Response to Request to Remove Juvenile from Shared Gang Database Approval Letter, and Response to Request to Remove Juvenile from Shared Gang Database Denial Letter shall be kept indefinitely on file in the gang office separate from other gang files.

LOS ANGELES POLICE DEPARTMENT

CHARLIE BECK
Chief of Police



ERIC GARCETTI
Mayor

P. O. Box 30158
Los Angeles, Calif. 90030
Telephone: () _____
TDD: (877) 275-5273
Ref #: _____

Gang Affiliation Parental Notification Letter

Dear Parent/Guardian:

Date: _____

On _____, your son/daughter, _____, was involved in a field contact by officers from the Los Angeles Police Department. As a result, information relative to _____ participation in or association with an active street gang was discovered. The contact met the minimum criteria required by state law to identify him/her as an active gang member or active affiliate gang member. Therefore, his/her name and gang affiliation will be entered into the Department's computerized shared gang database.

You have the right to contest in writing the entry into the database. If you choose to contest the entry, the Department will review your written documentation and provide a written response within 60 calendar days of its decision to either keep or remove _____ from the computerized shared gang database.

There are positive alternatives to the gang influence which plagues the youth of our City. I invite you to contact the below officer for information on referral programs in your area.

Should you have any questions regarding this correspondence, please call Officer/
Detective _____, _____ Area.
Phone No. _____.

Very truly yours,

CHARLIE BECK
Chief of Police

(Insert Area Commanding Officer signature block here)
must be signed by Commanding Officer

12.16.05 (03/15)

LOS ANGELES POLICE DEPARTMENT

CHARLIE BECK
Chief of Police



ERIC GARCETTI
Mayor

P. O. Box 30158
Los Angeles, Calif. 90030
Telephone: () _____
TDD: (877) 275-5273
Ref #: _____

Gang Affiliation Parental Notification Letter

Estimado Padre/Madre/Guardián:

Fecha: _____

En _____, su hijo/hija, _____, tuvo contacto con oficiales de la Policía de Los Ángeles. El contacto reveló que _____ se asocia con una pandilla. El contacto cumplió el mínimo criterio requerido por la ley del estado para identificar a su hijo/hija como un miembro activo afiliado a una pandilla. Por consiguiente, el nombre de él/ella y el de la pandilla asociada, será puesto en el sistema computarizado del Departamento, de información compartida sobre las pandillas.

Usted tiene el derecho de refutar por escrito la entrada de esta información al sistema computarizado del Departamento. Si usted lo desea refutar, el Departamento revisará sus documentos y le enviará una respuesta escrita dentro de 60 días sobre la decisión de retener o omitir a _____ del sistema computarizado de información compartida sobre las pandillas.

Nuestro Departamento ofrece diferentes alternativas para ayudar a nuestra juventud. Lo invito a comunicarse con el oficial mencionado en esta correspondencia, para obtener información sobre programas en su área.

Si tiene preguntas sobre esta correspondencia, por favor comuníquese con,

Oficial/Detective _____, _____ Área.

Número de Teléfono _____.

Atentamente,

CHARLIE BECK
Jefe de Policía

(Insert Area Commanding Officer signature block here)
must be signed by Commanding Officer

12.16.06 (03/15)

LOS ANGELES POLICE DEPARTMENT



CHARLIE BECK
Chief of Police

ERIC GARCETTI
Mayor

P. O. Box 30158
Los Angeles, Calif. 90030
Telephone: () _____
TDD: (877) 275-5273
Ref #: _____

Notification to a Juvenile of Gang Affiliation Involvement Letter

Dear _____:

Date: _____

On _____, you were involved in a field contact by officers from the Los Angeles Police Department. As a result, information relative to your participation in or association with an active street gang was discovered. The contact met the minimum criteria required by state law for you to be identified as an active gang member or active affiliate gang member. Therefore, your name and gang affiliation will be entered into our computerized shared gang database.

You have the right to contest in writing the entry into the database. If you choose to contest the entry, the Department will review your written documentation and provide a written response within 60 calendar days of its decision to either keep or remove your name from the computerized shared gang database.

There are positive alternatives to the gang influence which plagues the youth of our City. I invite you to contact the below officer for information on referral programs in your area.

Should you have any questions regarding this correspondence, please call Officer/
Detective _____, _____ Area.
Phone No. _____.

Very truly yours,

CHARLIE BECK
Chief of Police

(Insert Area Commanding Officer signature block here)
must be signed by Commanding Officer

12.16.10 (03/15)

LOS ANGELES POLICE DEPARTMENT

CHARLIE BECK
Chief of Police



ERIC GARCETTI
Mayor

P. O. Box 30158
Los Angeles, Calif. 90030
Telephone: () _____
TDD: (877) 275-5273
Ref #: _____

Notification to a Juvenile of Gang Affiliation Involvement Letter

Estimado _____:

Fecha: _____

En _____, usted tuvo contacto con oficiales de la Policía de Los Ángeles. El contacto reveló que usted se asocia con una pandilla. El contacto cumplió el mínimo criterio requerido por la ley del estado para identificar a usted como un miembro activo afiliado con una pandilla. Por consiguiente, su nombre y el de la pandilla asociada, será puesto en el sistema computarizado del Departamento, de información compartida sobre las pandillas.

Usted tiene el derecho de refutar por escrito la entrada de esta información al sistema computarizado del Departamento. Si usted lo desea refutar, el Departamento revisará sus documentos y le enviará una respuesta escrita dentro de 60 días sobre la decisión de retener o omitir su nombre del sistema computarizado de información compartida sobre las pandillas.

Nuestro Departamento ofrece diferentes alternativas para ayudar a nuestra juventud. Lo invito a comunicarse con el oficial mencionado en esta correspondencia, para obtener información sobre programas en su área.

Si tiene preguntas sobre esta correspondencia, por favor comuníquese con,

Oficial/Detective _____, _____ Área.

Número de Teléfono _____.

Atentamente,

CHARLIE BECK
Jefe de Policía

(Insert Area Commanding Officer signature block here)
must be signed by Commanding Officer

12.16.11 (03/15)

LOS ANGELES POLICE DEPARTMENT



CHARLIE BECK
Chief of Police

ERIC GARCETTI
Mayor

P. O. Box 30158
Los Angeles, Calif. 90030
Telephone: () _____
TDD: (877) 275-5273
Ref #: _____

Response to Request to Remove Juvenile From Shared Gang Database Approval Letter

Dear _____:

Date: _____

On or about _____, the Los Angeles Police Department (LAPD) received a letter from you contesting the inclusion of _____ into the Department's computerized shared gang database. After careful review of your request, it was determined that _____ contact with officers from the LAPD did not meet the criteria required to be entered into the computerized shared gang database. Therefore, _____ name and gang affiliation associated with this contact will be removed from the database.

There are positive alternatives to the gang influence, which plagues the youth of our City. I invite you to contact the below officer for information on referral programs in your area.

Should you have any questions regarding this correspondence, please call Officer/
Detective _____, _____ Area.
Phone No. _____.

Very truly yours,

CHARLIE BECK
Chief of Police

(Insert Area Commanding Officer signature block here)
must be signed by Commanding Officer

12.16.12 (03/15)

LOS ANGELES POLICE DEPARTMENT



CHARLIE BECK
Chief of Police

ERIC GARCETTI
Mayor

P. O. Box 30158
Los Angeles, Calif. 90030
Telephone: () _____
TDD: (877) 275-5273
Ref #: _____

Response to Request to Remove Juvenile from Shared Gang Database Approval Letter

Estimado _____:

Fecha: _____

En _____, el Departamento de la Policía de Los Ángeles recibió una carta donde usted disputa la inclusión de _____ en el sistema computarizado del Departamento, de información compartida sobre las pandillas. Después de revisar su carta de solicitud, fue determinado que el contacto con _____ no fue suficiente para hacer la entrada en el sistema computarizado del Departamento, de información compartida sobre las pandillas. La información de _____ será omitido de el sistema.

Si tiene preguntas sobre esta correspondencia, por favor comuníquese con,
Oficial/Detective _____, _____ Área.
Número de Teléfono _____.

Atentamente,

CHARLIE BECK
Jefe de Policía

(Insert Area Commanding Officer signature block here)
must be signed by Commanding Officer

12.16.13 (03/15)

LOS ANGELES POLICE DEPARTMENT



CHARLIE BECK
Chief of Police

ERIC GARCETTI
Mayor

P. O. Box 30158
Los Angeles, Calif. 90030
Telephone: () _____
TDD: (877) 275-5273
Ref #: _____

Response to Request to Remove Juvenile from Shared Gang Database Denial Letter

Dear _____:

Date: _____

On or about _____, the Los Angeles Police Department (LAPD) received a letter from you contesting the inclusion of _____ in the Department's computerized shared gang database. After careful review of your request, it was determined that _____ contact with officers from the LAPD did meet the criteria required to be entered into the Department's computerized shared gang database.

There are positive alternatives to the gang influence, which plagues the youth of our City. I invite you to contact the below officer for information on referral programs in your area. Let's work together to save our youth and eliminate gangs from our community.

Should you have any questions regarding this correspondence, please call Officer/
Detective _____, _____ Area.
Phone No. _____.

Very truly yours,

CHARLIE BECK
Chief of Police

(Insert Area Commanding Officer signature block here)
must be signed by Commanding Officer

12.16.14 (03/15)

LOS ANGELES POLICE DEPARTMENT



CHARLIE BECK
Chief of Police

ERIC GARCETTI
Mayor

P. O. Box 30158
Los Angeles, Calif. 90030
Telephone: ()
TDD: (877) 275-5273
Ref #: _____

Response to Request to Remove Juvenile from Shared Gang Database Denial Letter

Estimado _____:

Fecha: _____

En _____, el Departamento de la Policía de Los Ángeles recibió una carta donde usted disputa la inclusión de _____ en el sistema computarizado del Departamento, de información compartida sobre las pandillas.

Después de revisar su carta de solicitud, fue determinado que el contacto fue suficiente para hacer la entrada en el sistema computarizado del Departamento, de información compartida sobre las pandillas.

Nuestro Departamento ofrece diferentes alternativas para ayudar a nuestra juventud. Lo invito a comunicarse con el oficial mencionado en esta correspondencia, para obtener información sobre programas en su área.

Si tiene preguntas sobre esta correspondencia, por favor comuníquese con,
Oficial/Detective _____, _____ Área.
Número de Teléfono _____.

Atentamente,

CHARLIE BECK
Jefe de Policía

(Insert Area Commanding Officer signature block here)
must be signed by Commanding Officer

12.16.15 (03/15)